

REQUESTS

NOTE: **The regulations are identified by bold and italics.**

The section number located at the top right corner of the first page of each regulation refers to the California Code of Regulations, Title 22, Division 7, Chapter 10, Article 8.

**OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
CALIFORNIA PATIENT DISCHARGE DATA REPORTING MANUAL, THIRD
EDITION
For Discharge Data for the Years 1999 and 2000**

**REQUEST FOR MODIFICATION TO THE CALIFORNIA
HOSPITAL DISCHARGE DATA SET**

Section 97240

(a) Hospitals may file a request with the Office for modifications to the California Hospital Discharge Data Set. The modification request must be supported by a detailed justification of the hardship that full reporting of discharge data would have on the hospital; an explanation of attempts to meet discharge data reporting requirements; and a description of any other factors that might justify a modification. Modifications may be approved for only one year. Each hospital with an approved modification must request a renewal of that approval 60 days prior to termination of the approval period in order to have the modification continue in force.

(b) The criteria to be considered and weighed by the Office in determining whether a modification to discharge data reporting requirements may be granted are as follows:

(1) The modification would not impair the ability of either providers or consumers to make informed healthcare decisions.

(2) The modification would not deprive the public of discharge data needed to make comparative choices with respect to scope or type of services or to how services are provided, and with respect to the manner of payment.

(3) The modification would not impair any of the goals of the Act.

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**REQUESTS FOR EXTENSION OF TIME TO FILE
DISCHARGE DATA**

Section 97241

Extensions are available to hospitals that are unable to complete their submission of discharge data reports by the due date prescribed in Section 97211. A maximum of 60 days is allowed for all extensions, corrections, and resubmittals. Hospitals are encouraged to file extension requests as soon as it is apparent that the required data will not be completed for submission on or before their due date. The request for extension shall be postmarked on or before the required due date of the discharge data report and supported by a letter of justification that may provide good and sufficient cause for the approval of the extension request. To provide the Office a basis to determine good and sufficient cause, the letter of justification shall include a factual statement indicating:

- (1) the actions taken by the hospital to produce the discharge data report by the required deadline;*
- (2) those factors that prevent completion of the discharge data report by the deadline; and*
- (3) those actions and the time (days) needed to accommodate those factors.*

The Office shall respond within 10 days of receipt of the request by either granting what is determined to be a reasonable extension or disapproving the request. If disapproved, the Office shall set forth the basis for a denial in a notice to the hospital sent by certified mail. The Office may seek additional information from the requesting hospital. The Office shall not grant extensions that exceed an accumulated total of 60 days for all extensions and corrections of discharge data. If a hospital submits the discharge data report prior to the due date of an extension, those days not used will be applied to the number of remaining extension days. A hospital that wishes to contest any decision of the Office shall have the right to appeal, pursuant to Section 97052.

DISCUSSION

As provided in Section 97045 any hospital that does not file a discharge data report by the due date is liable for a penalty of \$100 a day for each day the discharge data report is late. Hospitals, not the designated agents, are responsible for filing an extension request to OSHPD. See Penalties and Appeals (Appendix B) Section 97045.

If an extension is not granted, penalties begin to accrue immediately upon the due date. If the due date has passed, hospitals can still request an extension. The penalty is limited to the days between the original due date and the date the extension is filed. An Extension Request (DD1805) is available in the Forms section of this Manual.

The maximum allowance of 60 extension days applies to the hospital's entire semiannual discharge data report. When hospitals consolidate their licenses, they are then limited to a

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combined maximum of 60 extension days, whether or not a combined (single) discharge data report or multiple discharge data reports are submitted.

If the due date falls on a Saturday, Sunday, or holiday, the discharge data report or extension request may be filed the next business day without penalty. Extension days are calendar days, not working days. Requests for extension do not prevent or stop the accrual of penalties unless the extensions are granted by OSHPD.

If an extension is granted and the hospital submits the discharge data report in fewer days than allowed, OSHPD will consider only the extension days actually used.

The hospital is liable for penalties, despite any responsibility of designated agents.

When an extension request is filed after the due date and is granted, a \$100 per day penalty is assessed against the hospital from the due date to the date the extension request was filed. When an extension request is denied, a \$100 per day penalty is assessed from the due date to the date the discharge data report is filed.

When an extension request meets the criteria for granting extensions, the request will be granted and a letter will be sent to the hospital. When an extension request is denied, written notification of the denial and an explanation of the basis for the denial will be sent to the hospital by Certified Mail. A hospital may appeal the denial, as it may appeal a penalty. An appeal does not stop the accrual of penalty liabilities. When notices of penalties or denials of extension requests are mailed by OSHPD, appeal instructions are included.